

Job Description

Title: Assistant – Technical Services
CBA Position: KCSS
Department: Library Services
Reporting Manager: Dir., Library Services
Direct Reports: None
FLSA: Non-Exempt
Expected Hours of Work: 40

Salary Band: B22
Band Range: \$33,756-\$47,259
FY14 Budget:

description and discovery), MARC formats (Machine Readable Cataloging), and general principals of cataloging print and non-print materials.

- Knowledge of integrated library systems, such as Voyager.
- Possess excellent organizational skills
- Have knowledge, with a strong emphasis in research processes and problem solving techniques
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of advanced computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting
- Work is conducted in a busy office environment with frequent interruptions
- This position requires light physical activity and movement

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.

01/2014